



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

3202 Demarara Plaza · Suite 200
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Telephone (340) 777-4432 · Fax (340) 775-7913
www.vihfa.gov

REQUEST FOR PROPOSALS

for

ESTATE NAZARETH ROADS ADDENDUM I

RFP 003-2023-STT

Issue date:

February 22, 2023

Submittal deadline:

March 10, 2023

Contact person:

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 *Unlocking the Door to Affordable Housing*

“CONFIDENTIAL SUBMISSION”

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

RFP 003-2023-STT
REQUEST FOR PROPOSALS
ESTATE NAZARETH ROADS
ADDENDUM I

This addendum is issued to modify the previously issued RFP document and/or given for informational purposes and is hereby made a part of the RFP document. The Respondent must acknowledge the receipt of any and all addenda by completing RFP Cover Letter, Enclosure Document A. The following sections are hereby amended/added:

16.0 CONTENTS OF PROPOSAL PACKAGE

To be considered for award, the proposal package shall meet the following requirements.

EMAIL ATTACHMENT #1 - PROPOSAL

PROPOSAL FORMAT:

A. RFP Cover Letter - Complete Enclosure Document A.

B. Technical Proposal – Provide a proposal that provides solutions to erosion control, damping of the water runoff, and concrete road coverage. The proposal shall consist of the following:

A. PROJECT SUMMARY

- i. A & E design firm shall furnish Architectural and/or Engineer conceptual schematic designs on 11” x17” pages and an estimated construction cost for upper road (asphalt road) and lower road (dirt road) construction.
 1. For upper road (existing asphalt road) provide conceptual design drawings which will prevent further erosion from rock hillside onto street surface. In addition, replace existing asphalt road covering with new concrete surface (see **Attachment 1 – Upper Road, sketch by FEMA and DPW detail drawing of Typical Concrete Roadways Cross section**). Add rock riprap section on one side of roadway, below rock hillside, and new concrete curb below at edge of roadway (see FEMA Hazard Mitigation sketch attached). Finally provide water reducing flow system such as rock riprap at lowest point of roadway.
 2. Lower road (dirt road) conceptual design will include filling washout area of dirt roadway with new aggregate, geotextile membrane, rock riprap and backfill material (crush and run gravel). Proposed approximately five (5) feet Rock riprap (upslope), twenty (20) feet

gravel road way and ten (10) feet rock riprap (downslope) (see **Attachment 2 – Lower Road, Hazard Mitigation Option 1 sketch, and the Department of Public Works typical “Gravel” Roadway Cross section**).

3. All schematic design(s) must be field verified based on existing site conditions and practicality.

B. PROJECT SCHEDULE which should contain the following:

- i. Provide a Preliminary overall expected Project Schedule for the completion of all items listed in the Scope of Work above. The schedule should provide reviewers with an example of a Project Schedule that could be utilized as an actual Preliminary Project Schedule for the overall project. The schedule should at a minimum provide a month-by-month chart of expected activities, Milestones and deliverables.

Failure to submit information or any of the specific submissions enumerated above within the required time frame shall be cause for the Authority to, at its discretion, reject the Respondents proposal.

EMAIL ATTACHMENT #2 – COST

COST FORMAT:

- C. COST - Complete Enclosure Document B.** The VIHFA reserves the right to negotiate with the Respondent on the structure of the billing. **All proposal pricing must be valid for 90 days from the submission deadline and thereafter until the company withdraws it, a contract is approved and executed, or the procurement is canceled, whichever occurs first.**

The Respondent may also provide a comprehensive cost write-up on a separate sheet regarding the proposed price to complete the Scope of Services. This will be used to establish a baseline for negotiation with successful Respondent based on the criteria of this solicitation.

Each Respondent must adhere to the requirements of this section relative to the proposal package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents shall ensure that the proposal package closely follows the sequence and organizational outline described in this section.

Enclosures

- | | |
|-------------------------|---------------------|
| 1. Enclosure Document A | RFP Cover Letter |
| 2. Enclosure Document B | Proposal Cost Sheet |

Attachments

- | | |
|-----------------|---------------------------|
| 1. Attachment 1 | Upper Road (Asphalt Road) |
| 2. Attachment 2 | Lower Road (Dirt Road) |



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